

Award of Distinction

Service Unit Communications Coordinator

Name of Communications Coordinator _____

Service Unit _____

The candidate meets each of the following criteria:

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Council Branding 101 training |
| <input type="checkbox"/> | <input type="checkbox"/> | Attended communications coordinator roundtable |
| <input type="checkbox"/> | <input type="checkbox"/> | Created or maintained and managed two or more communications outlets (email, newsletters, social media, Google documents, phone tree, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Worked closely with the service unit manager and service team in closing the gap between the service unit leadership and the volunteers within the service unit |
| <input type="checkbox"/> | <input type="checkbox"/> | Promoted Service Unit events and happenings through consistent and detailed posts |
| <input type="checkbox"/> | <input type="checkbox"/> | Distributed yearly calendar of events created by the activities coordinator |
| <input type="checkbox"/> | <input type="checkbox"/> | Worked closely with the Girl Scouts San Diego Service Unit Support Specialist to stay up to date on best practices, and to ensure she/he/they are communicating council happenings as well as service unit events. |
| <input type="checkbox"/> | <input type="checkbox"/> | Created or maintained a communications system to be used by the volunteers as a means to get information to the communications coordinator to share. |
| <input type="checkbox"/> | <input type="checkbox"/> | Instructed volunteers on how to use the created communications system (email, survey, Google drive, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | Fostered an environment of cooperation, encouragement and engagement in line with the Girl Scout Promise and Law. |
| <input type="checkbox"/> | <input type="checkbox"/> | Followed all council procedures, policies, and standards. |

- Aware of the Girl Scout Leadership Experience keys to leadership- Discover, Connect and Take action. Utilized the three processes - Girl-led, Learning by Doing and Cooperative Learning in planning activities with and for the girls.

Signature of Service Unit Manager

Date

Signature of Recognitions Chair

Date

Pin (Receives the First Year Awarded)

Year Tab Number

(All criteria must be met each year to receive a new year tab)
